Claiming your USDOne account:

Step 1: Visit my.sandiego.edu. Do NOT log-in to the portal. Click "Register/Claim your USDOne account."



Step 2: Read the USD Policy Agreement. If you agree to the terms of this agreement, click "Continue."

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ser Account / Email Address	Claiming Process	
PORTANT: THE USERNAME ASSIGNED HER DRESS.	E WILL ALSO BE YOUR USD EMAIL	
fore starting the registration process please	read the USD Policy Agreement below.	
If you AGREE please continue with the accou	unt claiming process. Registration using	
this application implies your acceptance to	USD Policy Agreement.	
If you DO NOT ACCEPT the following terms a account here.	and conditions, DO NOT claim your	
If you are experiencing difficulties or need as your MySanDiego account, please contact th	ssistance in using this form to activate ne ITS Help Desk at (619) 260-7900.	
SD Policy Agreement:		
Account privileges may be removed if abuse	ed.	
The University of San Diego takes no respo	nsibility for the integrity of the files in	
personal accounts.		
All users are responsible for noticing impor	tant announcements in the welcome	
message, and by abiding by all rules relatin	g to the use of University computing	
facilities including (but not limited to) rules p Use Policy.	oosted in the labs and the Responsible	
Employees: Your name and USD email add	ress (username@sandiego.edu) will be	
listed in the online directory services unless	otherwise requested at the Human	
Resources office. Employee accounts are v the university.	alid until the time the employee leaves	
Students: Your name and USD email (user listed in the online directory services only wi	name@sandiego.edu) address will be hen the directory is accessed from the	
campus network. If you wish to opt-out of the	e directory listing, please visit the	
One-Stop Student Center in person.		
Contin	ue	
	Park	
	Back	

Step 3: Enter your USD ID number, the last four digits of your Social Security Number and your birthday. **If you do not have a Social Security Number, please enter four zeros or create a four-digit PIN.** When finished, click "Continue."

USDOne

Create N	ew Account			
USD ID (9 digit ******	number on your Torero	Card)		
Last 4 Digits of	SSN or Pin			
Birthdate				
mm	dd	УУУУ		
		В	ack	

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Step 4a: Your username should already be assigned. Create a new password that complies with the password requirements. Make sure to take note of your username and password.

Step 4b: Once you have created your password, move on the the "Set Your Security Questions" section. Although not

required, it is strongly encouraged that you provide an alternate email address. This will allow for easy password retrieval and/or changes in the future. After providing an alternate email address, select and provide answers to three security questions. When finished, click "Continue."

Create Veur Baseword			
Create Your Password			
Username	_		
Vew Password			
•••••			
Confirm New Password			
•••••			
Password Requirements			
A minimum of 8 characters and a maximum of 30			
Must contain at least 1 numeric character Must contain at least one of the following special			
characters:			
!%#\$^_={}[],? -@'			
Cannot contain < or > Constant contain < or >			
Should not be a common word in the dictionary			
Set Your Security Questions			
Set Your Security Questions Alternate Email Address (for password resets and account management) example@example.com			
Set Your Security Questions Alternate Email Address (for password resets and account management) example@example.com			
Set Your Security Questions Alternate Email Address (for password resets and account management) example@example.com // want to receive a confirmation email of my registration. Serverthy Ouestion 1			
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Step 5: Congratulations! You have successfully claimed your USD*One* account. Please allow 15 minutes for your account to update before attempting to log in to the MySanDiego portal using your new username and password.

